CTO Removal Notices – A Quick Guide

OVERVIEW
CTO removal notices must be lodged by the party who lodged the original CTO receival notice whenever export consignments are removed from a wharf or airport other than by an exporting vessel or aircraft (refer to s114F (1B) of the Customs Act 1901). Industry users can only view and amend notices that they have created.

LODGING A CTO REMOVAL NOTICE
1. From the main menu, click on Exports, click on CTO Removal Notice and then click on Lodge.
The CTO Removal Notice Lodge screen displays.
2. Complete the header details (refer to Table 1 for field descriptions).
3. Click on the Add Line button.
4. Complete the line details (refer to Table 2 (air) or Table 3 (sea) for field descriptions).
5. Click on the Submit button.
A confirmation message displays.
6. To confirm the lodgement, click on the OK button. An information box displays.
7. Click on the OK button.
The CTO Removal Notice View screen displays with the updated details.

Table 1 - Header fields: air and sea (all fields are mandatory)

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/input required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senders Ref</td>
<td>Enter the sender’s unique reference number for the document.</td>
</tr>
<tr>
<td>Mode of Transport</td>
<td>Click on the drop down button and select either AIR or SEA.</td>
</tr>
<tr>
<td>CTO Estab Id</td>
<td>Enter the CTO establishment identifier for the party receiving the goods.</td>
</tr>
</tbody>
</table>

Table 2 - Line fields: air (shaded fields are mandatory)

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/input required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs Authority No</td>
<td>Enter the Customs Authority Number (CAN) for the goods.</td>
</tr>
<tr>
<td>OR Exempt Code</td>
<td>If the goods do not have a CAN, click on the drop down button and select the appropriate exemption code.</td>
</tr>
<tr>
<td>Contingency Authority No</td>
<td>If these goods have had a contingency Customs authority number issued to them, enter the Contingency CAN (C-CAN).</td>
</tr>
<tr>
<td>Air Waybill</td>
<td>Enter the appropriate master air waybill number relating to the goods.</td>
</tr>
</tbody>
</table>

Table 3 - Line fields: sea (shaded fields are mandatory)

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/input required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs Authority No</td>
<td>Enter the Customs Authority Number (CAN) for the goods.</td>
</tr>
<tr>
<td>OR Exempt Code</td>
<td>If the goods do not have a CAN, click on the drop-down button and select the appropriate exemption code.</td>
</tr>
</tbody>
</table>

The ICS will accept up to 999 lines for any CTO removal notice. Note: only 50 lines can be added to a CTO removal notice before it must be submitted. Further lines can be added using the amend function.

SEARCHING FOR A CTO REMOVAL NOTICE
1. From the Main Menu, click on Exports, click on CTO Removal Notice and then click on Search.
The CTO Removal Notice Search screen displays.
2. In the Select a Search Combination field, click on the drop down button and select one of the options on which to base the search.
3. Enter the relevant details in the mandatory fields based on the search combination selected.
4. Click on the Search button.
If more than one record is found, the CTO Removal Notice List screen displays.
5. Click on a hyperlink in the Senders Ref column.
If one record is found, or you selected a hyperlink in the Senders Ref column on the CTO Removal Notice List screen, the CTO Removal Notice View screen displays.

AMENDING A CTO REMOVAL NOTICE
1. From the CTO Removal Notice View screen, click on the Amend button.
The CTO Removal Notice Amend screen displays.
Note: header fields are read only

To amend the line details, locate the relevant line. In the Line Action field, press the ‘A’ key on the keyboard (to indicate amend) and make the required changes:
- For air, the following fields can be amended:
  - Action
  - Customs Authority Number or Exempt Code
  - Contingency CAN
  - Air Waybill.
- For sea, the following fields can be amended:
  - Action
  - Customs Authority Number or Exempt Code
  - Contingency CAN
  - Container No / Non-Containerised Id
  - Cargo Id Type
  - Non-containerised Id.
To delete a line, locate the relevant line. In the Line Action field, press the ‘D’ key on the keyboard (to indicate delete).
To add a line, click on the Add Line button and enter the new line details (refer to Table 2 (air) or Table 3 (sea) for field descriptions).

2. Click on the Submit button.
   A confirmation box displays.

3. To confirm the amendment, click on the OK button.
   An information box displays.

4. Click on the OK button.
   The CTO Removal Notice View screen displays with the updated details.